



RISK ASSESSMENT FOR:	COVID19	
Establishment:	Assessment completed by: Ribli Miah	Date: 01 Sept 2020
Next review date due: to be reviewed half termly and amendments recorded on last page.	Manager approval: Helen Haunch	Date: 01 Sept 2020
Overall risk rating: low		

This Risk assessment is from W/C 8 March 2021 when we will be welcoming all children back to school in line with the current government guidance in relation to COVID-19.

Hazard / risk	Who is at risk?	How can the hazards cause harm?	Control measures (List specific control measures if they are already in place).	Are control measures Y/N/NA		Residual risk rating
				In place	Adequate	Very high VH High H Medium M Low L

<ul style="list-style-type: none"> Lack of everyday hygiene adds risk of cross contamination 	<p>All staff / children</p>	<ul style="list-style-type: none"> General bacterial / viral spread causing illness 	<ul style="list-style-type: none"> Frequent reminders to all, for hygiene and hand washing. Effective handwashing facilities and soap available at all times. Cleaning schedule to be increased to all surfaces touched regularly, bannisters, door handles, door plates, sinks, key boards, phones Cleaning rota arranged to ensure 1 additional cleaner on site from 9am – 3pm every day. Cleaners briefed on key areas to be cleaned and expectations. Provide staff with cleaning spray bottles and disposable tissue. Visitors to be signed in manually and not use the Inventory screen. Use hand sanitiser spray before and after use of photocopiers. Water dispenser keypad in staffroom to be sprayed after each use. Science and DT no practicals. Identify toilets that specific groups / staff must use. All toilets to be cleaned regularly throughout the day and inspection sheet signed. Continuous cleaning of the site and key areas. Appropriate doors to be left open. Supervised use of cloakrooms to ensure no overcrowding. Dedicated PPE bins Regular handwashing/sanitising for students and staff. Removal of some soft furnishings and toys which are difficult to clean, where possible. Each bubble to have own dedicated equipment. Hygiene education to students. Ensuring easy access to hand sanitisers and tissues in all areas of the school. 	<p>Y</p>	<p>Y</p>	<p>L</p>
<ul style="list-style-type: none"> External windows to be opened where possible 	<p>All staff / children</p>	<p>General bacterial / viral spread causing illness</p>	<ul style="list-style-type: none"> Encourage fresh air to circulate the building. Doors which are not secure line or fire doors can be left open. Windows to be open in every classroom and shared areas where possible. Members of SLT on playground each morning to check windows open in every classroom – this is an additional check following updated guidance in Nov 2020 	<p>Y</p>	<p>Y</p>	<p>L</p>

<ul style="list-style-type: none"> Where areas are identified as being poorly ventilated, ventilation must be improved. 	All staff / children	General bacterial / viral spread causing illness	<ul style="list-style-type: none"> Where there is no mechanical or natural ventilation, windows must be opened to provide natural ventilation. When the area is occupied, windows must not be closed to ensure the levels of ventilation are adequate. 	Y	Y	L
<ul style="list-style-type: none"> Fans and air cleaning units 	All staff / children	General bacterial / viral spread causing illness	<ul style="list-style-type: none"> Desk or ceiling fans can be used provided the area is well ventilated, but they must not be used in poorly ventilated areas. 	Y	Y	L
<ul style="list-style-type: none"> Only necessary visitors allowed in 	All staff / children	<ul style="list-style-type: none"> General bacterial / viral spread causing illness 	<ul style="list-style-type: none"> Use of MS Teams for meetings and recruitment as a default. Any exceptional circumstance check with SAW and if agreed an additional full Risk Assessment to be put in place and checked by Gill Prout. Telephone calls and emails to be used as a default. Where face-to-face meetings are necessary, face coverings where social distancing cannot be managed safely face coverings should be worn. All visitors entering the academy needs to be asked if they are feeling well. If not, a physical meeting should not go ahead. Visitors to be signed in by office staff. Visitors to follow school guidelines of social distancing and use sanitiser available in reception on entry. Visitors to wear masks. Only 1 visitor allowed at any one time in the reception area. 	Y	Y	L
<ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) staff to shield in line with NHS letters 	All staff / children	<ul style="list-style-type: none"> General bacterial / viral spread causing illness 	<ul style="list-style-type: none"> Individuals identified as CEV should follow current medical advice re self-isolation / shielding which has been extended to 31.03.21. CEV individuals should continue to shield even after they have been vaccinated, however this may change as further data on the effects of vaccination is analysed. 	Y	Y	L
<ul style="list-style-type: none"> Clinically extremely vulnerable (CEV) who have been advised to shield decide to continue working 	All staff / children	<ul style="list-style-type: none"> General bacterial / viral spread causing illness 	<ul style="list-style-type: none"> The academy and its employee should follow government guidance at all times, this includes any specific tier restrictions that may be applied to the academy's location. 	Y	Y	L
<ul style="list-style-type: none"> Reception to be enclosed with existing structures 	All staff / children	<ul style="list-style-type: none"> General bacterial / viral spread causing illness 	<ul style="list-style-type: none"> Campus Managers to support with the purchase of any additional screening required as appropriate. 	Y	Y	L

<ul style="list-style-type: none"> All statutory checks to be completed 	All staff / children	<ul style="list-style-type: none"> General bacterial / viral spread causing illness 	<ul style="list-style-type: none"> All annual/monthly safety checks to be completed in line with the PPM schedule. Smartlog needs to be updated with risk assessments. 	Y	Y	L
<ul style="list-style-type: none"> Refine remote learning and working processes to ensure ITT trainees can be fully utilised. 	All staff / children	<ul style="list-style-type: none"> General bacterial / viral spread causing illness 	<ul style="list-style-type: none"> Schools are encouraged to continue hosting initial teacher training (ITT) throughout the national lockdown and beyond. ITT trainees are included in the definition of a critical worker. Trainees can provide support including supporting remote education, developing lesson materials and offering pastoral support. They should be included in home-testing. 	Y	Y	L
<ul style="list-style-type: none"> Risk Assessment in place 	All staff / children	<ul style="list-style-type: none"> General bacterial / viral spread causing illness 	<ul style="list-style-type: none"> Control measures in place to ensure LFD kits are distributed safely to primary and secondary staff to complete testing at home twice per week. Training delivered to staff supporting the issue of LFD kits to staff. Regular review of academy risk assessment relating to the issue of LFD kits to be completed against latest guidance. 	Y	Y	L
<ul style="list-style-type: none"> Central staff to be allocated to an academy and issued LFD home testing kits 	All staff / children	<ul style="list-style-type: none"> General bacterial / viral spread causing illness 	<ul style="list-style-type: none"> Central staff who work in schools but not with one school - register consent where they are mainly based e.g. Finance - DTA, Campus - per school. 	Y	Y	L
<ul style="list-style-type: none"> Staff voice 	All staff / children	<ul style="list-style-type: none"> General bacterial / viral spread causing illness 	<ul style="list-style-type: none"> Union questionnaire distributed and responded to every 12 weeks across all staff. 	Y	Y	L
<ul style="list-style-type: none"> Delivery of online learning 	All staff / children	<ul style="list-style-type: none"> General bacterial / viral spread causing illness 	<ul style="list-style-type: none"> Continue to deliver for those self-isolating. No member of staff or student timetable to be made up of any more than 50% online learning. 	Y	Y	L
<ul style="list-style-type: none"> Risk assessment updated for those staff who previously fell into the categories of being vulnerable 	All staff / children	<ul style="list-style-type: none"> General bacterial / viral spread causing illness 	<ul style="list-style-type: none"> Pregnant women are considered clinically vulnerable, and in some cases, will be identified as CEV. Academies to provide support to these staff. Where appropriate, complete a new risk assessment to allow additional mitigation for these staff (e.g. duties to be outside, personal hand sanitiser, working from home where possible etc.) Risk assessments completed for pregnant women must follow obstetric guidelines as necessary and must have been reviewed in line with guidance. 	Y	Y	L

<ul style="list-style-type: none"> Absence of students and / or key staff due to increased sickness e.g. flu, gastric, coronavirus etc. 	Staff/children	General bacterial / viral spread causing illness	<ul style="list-style-type: none"> Review and monitor staff likely to be impacted by stress, assure and follow PHE guidelines. Increased hygiene procedures e.g. children reminded daily about handwashing/sanitising. Increased enforcement of handwashing/sanitising before eating or handling of food and on exit and entry to building. Risk assessment in place for PE lessons. Anyone displaying symptoms should not attend school. All staff to be aware of current guidelines as to when to stay at home, including if their family members are affected. Cover supervisors/HLTAs/LSAs/LMs not linked to a year group can be used around school, following current guidance and adhering to social distancing rules. 	Y	Y	L
<ul style="list-style-type: none"> Confirmed case identified within academy or staff / students' immediate families 	Staff/children	General bacterial / viral spread causing illness	<ul style="list-style-type: none"> Any screening measures e.g. use of a non touch thermometer can be used. Send home staff or students with any defined symptoms following procedures in place for isolation. Student/Staff to be tested for COVID-19. Put into place emergency rotas – to provide cover for absent staff. Risk assess individual students, vulnerable staff and groups. Refer staff to Government advice on social distancing for those within vulnerable groups due to age or pre existing conditions. Maintain regular contact for those who continue working from home through Teams. Maintain weekly welfare checks for staff with a positive result. Inform staff and parents – general information about sickness. Take advice from NHS via the track and trace system. Update Trust Register on Teams. Exploit the resources produced by the Dixons Teaching Institute and Oak National Academy in the case of a school closure. Ensure reception keeps details of all visitors to the academy in case it is needed to support track and trace. Immediately contact the local Health Protection Team and act upon their advice. Inform the LA of the case along with the Executive Team. 	Y	Y	L

<ul style="list-style-type: none"> Suspected case in a family / school 	Staff/children	General bacterial / viral spread causing illness	<ul style="list-style-type: none"> Contact parents to find out which family member and discuss isolation advice from Government. Maintain advanced cleaning regimes. Encourage staff/family to take COVID-19 tests with symptoms and take sight of the outcome. Staff training to ensure all understand guidance and individuals referred for tests where appropriate. 	Y	Y	L
<ul style="list-style-type: none"> Confirmed case in a family 	Staff/children	General bacterial / viral spread causing illness	<ul style="list-style-type: none"> Family to follow Government advice, and academy to maintain contact and follow PHE advice. 	Y	Y	L
<ul style="list-style-type: none"> Stocks of cleaning and toilet goods run low 	Staff/children	General bacterial / viral spread causing illness	<ul style="list-style-type: none"> Site manager to monitor stocks in school and either re-order or notify campus manager. 	Y	Y	L
<ul style="list-style-type: none"> Use of IT/copiers increases risks 	All staff / children	General bacterial / viral spread causing illness	<ul style="list-style-type: none"> Keyboards to be cleaned after use. Cleaning programme to include regular cleaning of keyboards used by students in communal areas. Use hand sanitiser before and after using photocopiers. Ensure gloves and spray are placed near photocopiers and other communal devices around the academy. 	Y	Y	L
<ul style="list-style-type: none"> Anyone recently travelled from certain other countries. 	<ul style="list-style-type: none"> All staff / children 	<ul style="list-style-type: none"> General bacterial / viral spread causing illness 	<ul style="list-style-type: none"> Staff must self-isolate when re-entering the UK from any foreign country except Ireland, unless you have a valid exemption. A Covid-19 test may be possible to find out if you can reduce your self-isolation period. 	Y	Y	L

<ul style="list-style-type: none"> Minimise contact between individuals and maintain social/physical distancing wherever possible 	<p>Staff/children</p>	<p>General bacterial / viral spread causing illness</p>	<ul style="list-style-type: none"> Staggered entry and exits for students. Entry and exit protocols to be put in place at each site. Markings outside for parents to maintain social distancing outside all academy doors. Amend break time arrangement. Amend lunch arrangements. Education of students on social distancing. Education of staff on social distancing. One way system outside school. Movement throughout school minimised as much as possible. Use of email, tannoy and MS Teams for internal communication through the day where appropriate. Assemblies suspended unless via Teams. Use outdoor spaces where possible. Use of bubbles to determine group sizes. Cease hand shaking of students, staff and visitors. Visitors reduced to essential only. Visiting specialist professionals should follow all school guidance and maintain 2m distance however where possible 3m distance should be observed. Face masks to be used where 2m may not be possible with students who may need support, however, still for less than 15 minutes. It is recommended that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors or communal areas. Face coverings are no longer recommended for students and staff in classrooms or communal areas in all schools. However, where students and staff feel safer wearing a face covering that is permitted. However, face coverings for students and staff may be advised for a temporary period in response to particular localised outbreaks, including variants of concern. Increased use of conference calls and telephones. Use Teams when appropriate. Equipment provided for use only within one bubble. Bannisters, door handles cleaned on a regular basis with appropriate sanitisers. 	<p>Y</p>	<p>Y</p>	<p>L</p>
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<ul style="list-style-type: none"> • Limited use of outdoor play equipment 	All staff / children	General bacterial / viral spread causing illness	<ul style="list-style-type: none"> • Rota system for use of the outdoor play equipment. • Handwashing regime in place, children to wash hands before and after going outside. • Children to be educated on social distancing. • Checks and maintenance in place to ensure the outdoor equipment is fit for purpose. • Staff in bubble to supervise to ensure handwashing sanitising happens on exit and entry to the building. • Supervision to be in place while students are using the equipment. 	Y	Y	L
<ul style="list-style-type: none"> • Teacher shortage 	Staff/children	General bacterial / viral spread causing illness	<ul style="list-style-type: none"> • Use of cover supervisor/LSAs/supply teachers. • Follow medical advice re self-isolation / shielding. • Ensuring iTrent is completely up to date at any time. • Encourage staff to take COVID-19 tests with symptoms and take sight of the outcome. • Executive / central staff to support. • DSL cross-academy support. 	Y	Y	L
<ul style="list-style-type: none"> • Uniform/staff professional conduct 	Staff/children	General bacterial / viral spread causing illness	<ul style="list-style-type: none"> • Uniform to be worn and usual washing expectations apply. • Staff to wear professional dress and ensure good hygiene. • PE kit is appropriate for PE staff. 	Y	Y	L

<ul style="list-style-type: none"> Students are not emotionally prepared for a full return to education 	<p>Staff/children</p>	<p>General bacterial / viral spread causing illness</p>	<ul style="list-style-type: none"> All staff to focus on student well – being. On return we need to reconnect and repurpose students. Pastoral teams to identify any student who is or maybe anxious about their return to school. Arrange face to face meeting with appropriate mitigations to support their safe return to education. Think about PP students, SEN or students with a live safeguarding concern. Weekly review of safeguarding procedures at Trust level through exec weekly briefing. Review provision for students with individual needs. Support for students and signposting staff who have had a bereavement. Existing behaviour policy to be fully re-instated. Any students causing deliberate harm to others, including contravening COVID-19 guidance, would be managed using the usual sanctions. Student risk assessments are updated with tailored strategies. Safeguarding / SEN teams to update any risk assessments or create risk assessments as needed and share with relevant staff, following changes in how the academy may operate. 	<p>Y</p>	<p>Y</p>	<p>L</p>
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<ul style="list-style-type: none"> Staff are not emotionally or physically prepared for a full return to education 	Staff/children		<ul style="list-style-type: none"> Staff re-induction to include values, rationale for opening and sharing high level risk assessment aiming to reassure. Anonymous survey for staff to ask questions. Leaders to be aware of the concerns that local communities may have. Opportunity to ask questions prior to opening and ongoing. HR available for questions once open. Identify a member of the team who will deal with COVID-19 concerns. HR & Health Safety to be responded to by Ops Managers. Ensure academy is following government guidance. NHS shielding letters to be honoured. Collect and record at academy level ensuring GDPR guidelines are applied. Clarity on attendance expectations and support for exceptions. Consult SWa / LSh for individual cases. Risk assessment updated for those staff who previously fell into the categories of being vulnerable. Academies to provide support to these staff. Where appropriate, complete a new risk assessment to allow additional mitigations for these staff (e.g. duties to be outside, personal hand sanitiser, working from home where possible, etc). Ensure BAME community concerns are listened to and responded to. Liaise with individuals who have concerns and allow them to work from home as much as possible; refer to the HR flow chart and have individual conversations and risk assessments with BAME 50+. Consult CTO (Shirley Watson) for individual cases. Important for cases that are not covered in the HR COVID-19 guidance. 	Y	Y	L
<ul style="list-style-type: none"> Students have significant educational gaps reducing chance of success in the future 	Staff/children		<ul style="list-style-type: none"> Online learning materials to remain accessible to students. Use of quizzing to identify key gaps to inform teaching. Planning to be adapted in light of COVID-19. Cross-cutting teams working collaboratively to share ideas / resources. Exploiting the KO created by the TCCT. 	Y	Y	L

<ul style="list-style-type: none"> Measures have not been put in place to protect staff and pupils with underlying health issues, BAME staff, and those who are shielding 	Staff/children		<ul style="list-style-type: none"> Complete individual RA . All members of staff and parents of pupils with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Staff and parents of pupils to seek guidance from their GP/consultant/midwife or see current government advice if required. All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home or have an individual RA in line with national guidance. Current government guidance is being applied. Vulnerable staff to shield in line with NHS letters. Follow medical advice re self-isolation / shielding. Ensure iTrent is completely up to date at all times. Where appropriate, complete a new risk assessment to allow additional mitigation for these staff (e.g. duties to be outside, personal hand sanitiser, working from home where possible, etc). Risk assessments completed for pregnant women to follow obstetric guidelines as necessary and must have been reviewed as part of the return to lockdown and restrictions. Liaise with individuals who have concerns; refer to the HR flow chart and have individual conversations with 50+ and consider risk assessments. Support may also be required for any staff who have concerns relating to vaccinations. 	Y	Y	L
<ul style="list-style-type: none"> Not enough staff to cover roles due to COVID19 	All staff / children		<ul style="list-style-type: none"> Academies to request any additional support once staffing levels are known to the Executive. Central / Executive to be based in one academy or at home. Use of DSL cross-cutting team to support all academies (remotely in the first instance) if there is an academy without a DSL in place. Site staff have been trained in basic first aid online, to give extra capacity. 	Y	Y	L

<ul style="list-style-type: none"> Staff, particularly those from BAME heritage, are reluctant to attend school 	Staff/children		<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff have been signposted to useful websites and resources. HAYS training sessions. NAHT guidance followed and BAME staff advised as if clinically vulnerable. Ensure BAME community concerns are listened and responded to. Liaise with individuals who have concerns and respond, where possible, to work from home as much as possible; refer to the HR flow chart and have individual conversations with BAME 50+. Liaise with Execs on important cases that are not covered in the HR COVID-19 guidance. Consult CEO (Nick Weller) on individual cases for cases that are not covered in the HR Covid-19 guidance. 	Y	Y	L
<ul style="list-style-type: none"> Specific roles may be at greater risk from catching / spreading COVID-19 	Staff/children		<ul style="list-style-type: none"> Provide specific advice to estates staff. Provide specific advice to cleaning staff. Provide specific advice to catering staff. IT technicians to ensure SD occurs when resolving problems face to face. IT technicians to sanitise hands regularly and/or wear gloves when handling devices that are not their default device. Admin to open external post using gloves. Reception to be enclosed with existing structures or a temporary screen to be installed. Staff providing intimate care are to be provided with PPE. Reorganising office spaces and classrooms to ensure social distancing possible. Cleaning staff to be fully briefed regarding the RA for working safely and check they fully understand the control measures. Menus adapted in conjunction with Catering Managers to limit contact and larger groups. Ensure IT Technicians have access to gloves. Reorganizing office spaces, staff should not be facing each other. 	Y	Y	L

<ul style="list-style-type: none"> Safety procedures are not as familiar due to adaptations 	All staff / children		<ul style="list-style-type: none"> Academies to review fire evacuation procedures to ensure that they are fit for purpose. Ensure that fire evacuations are safe and that bubbles can line up with a clear space from other bubbles. Plan and practice will be required. 	Y	Y	L
<ul style="list-style-type: none"> Travel increases risk of catching/spreading COVID19 	All staff / children		<ul style="list-style-type: none"> Wear a face covering on public transport (for everyone over the age of 11) Disposable face coverings should be placed in red bin liners upon entry to school in a morning and fresh ones should be used. Staff and students bringing re-usable face coverings will need a plastic bag to store them in during the school day. Advice to be given to all students and staff about safe removal of face-coverings. Hands to be cleaned immediately after removing a face covering on entry. 	Y	Y	L
<ul style="list-style-type: none"> Premises and movement around school 	Staff/children		<ul style="list-style-type: none"> Encourage fresh air to circulate the building. Only A/C that circulates outside air to be used. Communication to family about academy strategies. Telephone calls and emails to be used as the default – notices on door for visitors and parents. Let students know arrangements before they come in so they know where to enter the building. 	Y	Y	L
<ul style="list-style-type: none"> Meetings 	Staff/children		<ul style="list-style-type: none"> Internal physical meetings to be kept to a minimum and always following social distancing rules. Use of MS Teams for cross cutting meetings where possible include governors' meetings. 	Y	Y	L
<ul style="list-style-type: none"> First Aid 	Staff/children		<ul style="list-style-type: none"> Temperature checks no longer taken as standard but thermometers available at office and around school to check where appropriate. Dedicated space for students displaying symptoms and waiting to be collected (cleaned after use). 	Y	Y	L
<ul style="list-style-type: none"> PPE 	All staff / children		<ul style="list-style-type: none"> PPE is required when a student becomes ill with COVID-19 symptoms and a 2m cannot be maintained or where use of PPE is part of the routine procedure for intimate care/First Aid. Should a student show symptoms of Covid the First Aider on duty should wear full PPE and remain with student in designated area until parents arrive. 	Y	Y	L

<ul style="list-style-type: none"> Catering staff self-isolation or off with confirmed case 	Staff/children		<ul style="list-style-type: none"> Liaise with FM regarding staffing issue and replacement staff. Review of menu selection v government guidelines and adjust menu to best fit v level of staffing. Start to plan alternative menu selections. Go to grab bag or boxed selections. Deep clean in liaison with FM. School have sight of FM risk assessment. 	Y	Y	L
<ul style="list-style-type: none"> Trips and visits 	Staff/children		<ul style="list-style-type: none"> Cancel nonessential travel during autumn term. 	Y	Y	L
<ul style="list-style-type: none"> Government instigating full closure 	Staff/children		<ul style="list-style-type: none"> Follow Government guidelines. Instigate Business Continuity Plan. 	Y	Y	L
<ul style="list-style-type: none"> Spike in local infection rates (school or regional level) 	All staff / children		<ul style="list-style-type: none"> Follow local Health Protection Team advice and close the site where deemed necessary. Academy leaders to follow government guidance on the systems of control when there is a positive case of COVID-19 in the academy. Alert PHE, the local authority and the Executive team. Refine remote learning and working processes incorporating lessons learnt from previous lockdown. Continue to develop students' ability to learn remotely if needed. Instigate remote learning using the resources produced by the Teaching Institute, Oak Academy and Purple Mash. Put back into place the systems developed at academy level for wider school closures in 2019-20. 	Y	Y	L

<ul style="list-style-type: none"> Minimise contact with individuals that are unwell 	<p>All staff / children</p>		<ul style="list-style-type: none"> Communicate to all staff and students not to attend the academy if they are displaying symptoms of COVID-19. Staff on doors to wear masks Staff to ask parents and children on door if they are well, if they have symptoms. Reception to have screens and all visitors to be asked on arrival if they are feeling well. If someone displays symptoms on site, they need to be sent home and organise a test, whilst their household needs to isolate until result returned. If a child is waiting to be collected after displaying symptoms, where possible, they should be isolated in the designated area. Identify a named COVID-19 room for those who are displaying symptoms. This area should have furniture which can be wiped down (no soft furnishings). Ensure all staff and older students are aware of what is meant by a 'close-contact' and the implications of maintaining a distance from others as a default. Ensure reception staff refuse entry to anyone, or anyone in their household, who has had a positive case / symptoms in the last 14 days. Ensure all staff and older students are aware of what is meant by a 'close-contact' and the implications of maintaining a distance from others as a default. 	<p>Y</p>	<p>Y</p>	<p>L</p>
<ul style="list-style-type: none"> Clean hands thoroughly more often than usual 	<p>All staff / children</p>		<ul style="list-style-type: none"> Students to clean hands on arrival, before and after eating, and as they leave the academy, as a minimum, with skin friendly sanitiser or hot water and soap. Students to wash hands before and after use of outside equipment. Hand cleaning before handling books or resources. Younger students, or those with additional needs, may need support / supervision with cleaning hands. Regular placing of orders for hand sanitisers, disinfectant wipes and tissues. Handwashing reminders to be given to students and display handwashing guidance. 	<p>Y</p>	<p>Y</p>	<p>L</p>

<ul style="list-style-type: none"> Promote good respiratory hygiene 	All staff / children		<ul style="list-style-type: none"> Education to staff and students re 'catch it, bin it, kill it' approach. Education to students about removing face coverings. Bins at entry points. Temporary face coverings should be disposed of on arrival and reusable coverings stored in a plastic bag. Classrooms / offices to have accessible tissues to hand. Lidded bins to be in place. 	Y	Y	L
<ul style="list-style-type: none"> Engage with NHS Test and Trace process 	All staff / children		<ul style="list-style-type: none"> Ensure that any member of staff or students understand that they need to book a test if they are displaying COVID-19 symptoms and not come into school, self-isolate and provide details of anyone they have had close contact with. Ask families to inform the school of the test result immediately and follow PHE advice. 	Y	Y	L
<ul style="list-style-type: none"> Enhanced cleaning, especially touch-points using detergents 	All staff / children		<ul style="list-style-type: none"> Regularly share WTDs with cleaning staff and provide training on infection control procedures (at least every 6 weeks i.e. half-term). Create a timetable for cleaning based on the timetable in operation. Toilets, shared spaces and touch-points to be regularly cleaned throughout the day. Cleaners may not do all the usual dust control procedures in light of this. Practical equipment to be cleaned in between bubbles using it, or left out of use for 48 hours, unless plastic which is then left for 72 hours. Use of appropriate disinfectant when cleaning hard surfaces. Balance cleaning hours throughout the day and during an evening. Head of Estates / H&S to complete reviews at academies to ensure mitigation is in place. MFDs (printers and photocopiers) should be cleaned regularly throughout the day. 	Y	Y	L
<ul style="list-style-type: none"> Home visits with mitigations 	All staff / children		<ul style="list-style-type: none"> Phone calls to check that no one in the household has Covid-19 or symptoms, no car sharing, visit in pairs to the door step and follow academy WTD. 	Y	Y	L
<ul style="list-style-type: none"> Controlled after-school activities 	All staff / children		<ul style="list-style-type: none"> Review to ensure that they fit with government guidance (to support childcare, education and training or vulnerable), no cross bubble mixing and no off site activities. 	Y	Y	L

<ul style="list-style-type: none"> Adult meetings in school to follow social distancing 	All staff / children		<ul style="list-style-type: none"> Internal physical meetings to be kept to a minimum, as short as possible and always following social distancing. Think carefully about numbers and although the important thing is social distancing and other mitigations such as masks, cleaning, bubbles, well ventilated rooms and hand sanitising at the start and end of the session, leaders must question whether a large gathering is entirely necessary and if there is another way of delivering. Large gatherings may make staff feel unsafe or that enough thought has not gone into control measures. 	Y	Y	L
<ul style="list-style-type: none"> Controlled after-school activities 	All staff / children		<ul style="list-style-type: none"> CST has confirmed that after-school activities can continue in a way that does not undermine the integrity of school's Covid-secure measures and that detentions can run as part of a school's core business. Review to ensure that they fit with government guidance (to support childcare, education and training or vulnerable), no cross bubble mixing and no off site activities. 	Y	Y	L

<ul style="list-style-type: none"> Restricting attendance during the national lockdown 	<p>All staff / children</p>		<ul style="list-style-type: none"> Only vulnerable children and young people and the children of critical workers to attend. All other students must learn remotely until 8 March 2021. If more than 30%, speak to the Executive. Follow latest guidance 'Restricting attendance during the national lockdown: schools' Staff are permitted to be on site to deliver lessons remotely from their class base as long as control measures are observed at all times i.e. PPE, social distancing and hand sanitisation. All Principals will work to minimise all staff contact and those that can work from home must. As a default, staff to staff contact of more than 15 minutes is by Teams/phone. Any adaptation of this must be preceded by a full risk assessment signed by the Exec with a justification for why the activity can not take place remotely. Refine remote learning and working processes to ensure ITT trainees can be fully utilised. Schools are encouraged to continue hosting initial teacher training (ITT) throughout the national lockdown and beyond. ITT trainees are included in the definition of a critical worker. Trainees can provide support including supporting remote education, developing lesson materials and offering pastoral support. Provide support to staff that identify as being clinically vulnerable. Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the control measures that have been put in place. People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace, but should ensure they maintain good prevention practice in the workplace and home settings. Individual RA for all staff who feel vulnerable. Provide support to staff that identify as being clinically vulnerable. Where staff are concerned, including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus, school leaders should discuss any concerns with the individuals and reassure staff of the protective measures in place. Risk Assessment in place 	<p>Y</p>	<p>Y</p>	<p>L</p>
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			<ul style="list-style-type: none"> Control measures in place to ensure LFT is completed safely for home testing Regular review of academy risk assessment relating to LFT within school to be completed against latest guidance. Control measures in place to ensure LFT kits are distributed safely to staff to complete testing at home. Training delivered to staff supporting the issue of LFT kits to staff. Regular review of academy risk assessment relating to the issue of LFT kits to be completed against latest guidance. Union questionnaire distributed every 12 weeks across all staff. No member of staff or student timetable to be made up of any more than 50% online learning. 			
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Additional control measures <i>(to take account of local / individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by whom <i>(list the name of the person / people who have been designated to conduct actions)</i>	Action by when <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action completed <i>(record the actual date of completion for each action listed)</i>
Minimise movement and multi roles been undertaken by staff to minimise impact in school when positive cases occur. Trust central staff movement across sites	HH ML Trust	Beg. Of Autumn term 2 Term 3	Reviewed 9.11.20 Reviewed 08.01.20
DATE OF REVIEW: 18.09.2020	COMMENTS: <i>Updated to reflect current guideline and practise since 1.9.20 Covid audit carried out by Head of Estates on 17.9.20.</i>		
DATE OF REVIEW: 11.11.2020	Added: Members of SLT on playground each morning to check windows open in every classroom – this is an additional check following updated guidance in Nov 2020 Amended: Amended dining arrangements. Students to be served a range of hot meals in classrooms. Removed: Strong holistic re-induction processes. Academies to design and deliver sessions on the academy values, mitigations and routines.		

	<p>Removed: Training time before students arrive. Academy-designed which aims to build staff reassurance and confidence. This may include remote elements and must comply with social distancing if small groups are brought in. Risk assessment to be shared with staff and feedback taken.</p> <p>Removed: Cancel all trips during autumn one and review.</p>
<p>DATE OF REVIEW: 13.11.2020</p>	<p>Added: Enhanced cleaning, especially touch-points using detergents section</p> <p>Added: Regular placing of orders for hand sanitisers, disinfectant wipes and tissues.</p>
<p>DATE OF REVIEW: 7.02.21</p>	<p>Reviewed and updated as per Trust updated RA 04.02.21</p>
<p>DATE OF REVIEW: 24.02.2021</p>	<p>Amended - Use of photocopiers – use sanitiser spray before and after use of photocopiers. Reason for removing wipes was that they are too wet and has started to impact the display screen on the photocopier.</p>
<p>DATE OF REVIEW: 26.02.21</p>	<p>Minimise contact – added - Staff to wear masks at doors when children enter/exit at the beginning and end of the school day.</p> <p>Use of photocopiers – remove the use of gloves agreed not required as hands will be sanitised before and after use.</p>
<p>DATE OF REVIEW: 3.3. 21</p>	<p>Updates included from DAT CV RA 1.3.21</p>
<p>DATE OF REVIEW: 20.05.21</p>	<p>Updates included from DAT CV RA 17.05.21</p>

DATE OF REVIEW: 14.06.21	<p>Updates included from DAT CV19 RA 11.06.21</p> <p>Minimise contact between individuals</p> <ul style="list-style-type: none"> - Consult CEO for cases not in the HR Covid-19 guidance - Primary should wear masks where social distancing from other adults can not be maintained. If localised outbreaks in the Leeds area increase then the wearing of face masks must be reintroduced.
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RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from the Operations Manager
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.